

Document No. 15  
NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 060278 By: 025

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18 October 1960

MEMORANDUM FOR: COS, [REDACTED]

25X1A6a

SUBJECT : Instructor Workshops

25X1A6a

1. During our discussion last week I promised to furnish you a list of suggested topics for instructor workshop sessions at [REDACTED]. Doubtless you recall my saying that [REDACTED] and I 25X1A9a would be eager to participate in these sessions from time to time, provided mutually acceptable schedules could be arranged.

2. The Chief, Plans and Policy Staff in a memorandum to School Chiefs, dated 6 September 1960, suggested the following subjects for instructor workshop sessions:

- a. How can lectures be improved?
- b. The design, preparation, and use of audio-visual aids
- c. Latest techniques in audio-visual education
- d. How to use role playing in instruction
- e. Improvement of discussion sessions in instruction
- f. How best to meet the problem of individual differences in classes
- g. Techniques of improving class demonstrations
- h. Use of teaching machines
- i. Techniques in evaluating students' progress and achievement
- j. Factors affecting student's rate of learning
- k. Effects of success and failure
- l. Use of case studies
- m. How are lesson plans made and used in the classroom?
- n. What are the considerations in planning a new course or revising an old one?

3. In addition, you might consider these topics:

- a. How to employ the principles of learning
- b. More effective use of training films
- c. How to conduct a better critique
- d. Questioning techniques
- e. The Stages of Instruction (Preparation, Presentation, Application, Examination, and Critique)
- f. When the conference method of instruction should be used

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4. The above lists are suggestions only. In view of the varying degrees of instructional experience represented by your faculty, you probably will want to add other subjects for consideration. Also, the length of time devoted to any session probably would depend upon the needs and desires of your instructors.

5. If this memorandum stimulates questions or reveals the need for further discussion of specific workshop sessions, please let me know. I would appreciate hearing from you concerning selected dates and subjects for possible workshop sessions [REDACTED] and the personnel involved. 25X1A6a

"signed"

[REDACTED]  
Educational Specialist

25X1A9a

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OTR/PPS: [REDACTED] hna (17 Oct 60)

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